

MEMORANDUM FOR: ISOL PERSONNEL

SUBJECT: Information Systems Officers Leveler's (ISOL) Course In-processing Outline

1. Purpose. To provide an easy reference and timeline for in-processing ISOL students.
2. Applicability. This document is applicable to anyone responsible for inprocessing an ISOL class.
3. General. Inprocessing for ISOL is conducted on the first day of the course and is designed to familiarize the students with the Leader College for Information Technology (LCIT), 442 Signal Battalion, and the School of Information Technology (SIT).

INTERNATIONAL STUDENTS will be seated no later than 0745 in Cobb Hall (Bldg #25801), Room 203.

U.S. students - agenda is as follows:

7 June 2002 - DAY ONE

a. 0600-0630 - C Company, 442nd Signal Battalion weigh-in. The POCs are SSG Wrzesinski and SSG Rodriquez, 791-6563/5242.

(1) Weigh in will be conducted at 0600, Greely Hall room 211.

(2) Uniform for weigh-in is the Army PT uniform (Shorts, T-shirt, socks, running shoes) Students should also bring their BDUs if they desire not to return to their billets to change.

(3) Orderly Room personnel will post inprocessing information at 442nd Signal Battalion, Darling Hall Information Desk (in the event students arrive during the weekend), Greely Hall entrances, and Griffith Hall (Billeting).

b. 0630-0745 - Students will change into BDUs and be seated no later than 0745 in **GREELY Hall Room 229**.

c. 0800-0900 - Welcomes from Commander, 442nd Signal Battalion; Commander/1SG, C Company, 442nd Signal Battalion. The POCs are CPT Poplick and 1SG Kamakahi-Watson, 791-4839/7046.

d. 0900-1000 - C Company, 442nd Signal Battalion inprocessing. The POC is SSG Rodriguez, 791-5242/6563.

(1) All students must have the following:

- (a) At least 15 copies of orders and amendments.
- (b) DA Form 31.
- (2) All students will complete the following documents:
 - (a) FG Form 6690 Academics Records Data Sheet.
 - (b) FG Form 6835-R Student Officer Information Sheet.
 - (c) DA Form 647 Personnel Register.
- d. 1000-1100 - Office Chief of Signal (OCOS) Briefing. The POC is MAJ Makowski, 791-2267 and Col Lockerby
 - (1) Briefing will cover current FA24/53 issues.
 - (2) Current Automation Trends.
- e. 1300-1600 – In-Processing at Darling Hall (MILPO, Finance)

10 JUNE 02 - DAY TWO

0800-UTC- All students will complete in-processing IAW in-processing checklist

- e. 1300-1400 - MILPO In-processing, Darling Hall, Room XXXXXXXXXX. The POC is Mrs. Irby, 791-6430.

- (1) All students will complete the following documents:
 - (a) Officer Records Brief (ORB). Students should have supporting documents for corrections, updates, and deletions.
 - (b) DD-93 Emergency Data Card.
 - (c) SGLI Insurance Form.
 - (d) Exceptional Family Member Program (EFMP) Form.
 - (e) SIDPERS 3 Form.
 - (f) Ft Gordon Form FG-43 Statement of Intent to Reenlist, Extend or Separate (*only for NG/Resv Personnel).
 - (g) DD-214 Worksheet (*only for NG/Resv Personnel)

(3) All students will report to Greely Hall, Room 229 NLT 0745 on 11 June for your first day of class

(4) POC is the undersigned, 791-3424 or mailto: Horace.carney@us.army.mil

Horace R. Carney III
Maj, SC
FA-24 Course Manager